



OFFICE OF KARA SANDS
COUNTY CLERK, NUECES COUNTY, TEXAS

INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT

The Affidavit of Absent Applicant is to be used to apply for a Marriage License when one party is unable to appear in the County Clerk's Office. Please read the following instructions carefully before completing the affidavit:

- 1) The party who will be unable to appear in the County Clerk's Office must complete and sign this form in the presence of a notary public. All blanks on the form must be filled in.
- 2) The names of both parties must be printed exactly as they appear on the identification that is used to obtain the Marriage License. The notary must sign and seal the affidavit, and the marriage license must be obtained within 30 days from the notarized date.
- 3) The other party must then appear in any of the County Clerk's offices at least 72 hours but not more than 90 days prior to the ceremony. They must present:
 - a) The completed Affidavit of Absent Applicant.
 - b) An acceptable form of identification for both parties that states the correct name and date of birth of each applicant. This may include any of the following:
 1. Driver's License Photo
 2. State Issued I.D. Card
 3. Certified Copy of Birth Certificate
 4. Valid Passport
 5. Military I.D. Card or copy of front and back of Military I.D. and must be legible if the original I.D. is unavailable.
 - c) Under no circumstances will we accept an altered document as proof of identity. We must have the original or certified copy of the document.

FOR MILITARY APPLICANTS ONLY

- 4) If the absent applicant is a member of the armed forces of the United States stationed in another country in support of combat or another military operation and is unable to attend the ceremony, he/she may name a proxy. This person must be present to apply for the license and present a Valid Driver's License or State I.D. They must be present at the ceremony. If no proxy is needed, show N/A on the line provided.

If more information is needed, please contact Nueces County Courthouse, (361) 888-0580
Office Hours: 8:00 am to 5:00 pm, Monday through Friday except weekends and holidays
PLEASE ALLOW AT LEAST 30 MINUTES TO ISSUE LICENSE